



## OFFICE OF PUBLIC INSURANCE COUNSEL

Melissa R. Hamilton, Public Counsel

**NOTE: You must apply at [WorkInTexas.com](https://www.workintexas.com) (Job Posting ID **14209238**)**

Internal Job Posting No: OPIC 2021 – 01

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| <b>CLASSIFICATION TITLE:</b><br>Program Specialist V                        | <b>FUNCTIONAL TITLE:</b><br>Health Insurance Policy Analyst           |
| <b>SUPERVISOR NAME/TITLE</b><br>Marion L. Grant, Deputy Public Counsel      | <b>ANNUAL SALARY:</b><br>\$55,000 - \$60,000 for a full-time position |
| <b>OPENING DATE:</b> September 27, 2020<br><b>CLOSING DATE:</b> When filled | <b>START DATE:</b><br>Immediately                                     |

### GENERAL DESCRIPTION:

The Office of Public Insurance Counsel (OPIC) seeks a health insurance policy analyst. The position's scope primarily includes life, accident, health, and workers' compensation insurance matters. Duties include researching, evaluating, and providing timely recommendations on rule proposals, legislation, and other policy issues. Successful performance requires continuing education to maintain a current working knowledge of relevant subject areas. The health insurance policy analyst will represent the agency on legislation, public policy, and insurance issues with stakeholders, agencies, and the Texas Legislature.

Other duties include producing OPIC's mandated reports on health maintenance organizations (HMOs). The position's duties also involve providing consultative services and technical assistance to program staff, government agencies, community organizations, and the general public. This position will assist staff with select government relations duties. This position works under limited supervision, with considerable latitude for the use of initiative and independent judgment, and may serve as a lead worker providing direction to others. This position will perform other duties as required.

### MINIMUM QUALIFICATIONS (License, Education, Experience)

Graduation from an accredited four-year college or university. Health insurance experience is preferred. Advanced degree is preferred but not required. Experience may substitute for advanced education. Must pass background checks.

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of life, accident, health, and workers' compensation insurance and related laws and rules, or a demonstrated ability and motivation to learn those subject-matter areas.
- Knowledge of the Texas Legislature and Texas legislative process.
- Skill in research, writing, and analysis.

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- Skill in using a computer and applicable software.
- Skill in using reasoning and logic.
- Skill in identifying and solving complex problems.
- Skill in prioritizing workloads.
- Skill in negotiation.
- Skill in using judgment to identify and recommend courses of action.
- Ability to communicate effectively and write well.
- Ability to analyze, prepare, and write correspondence, policies, white papers, and memorandums.
- Ability to evaluate and interpret state and federal laws, rules, and regulations.
- Ability to successfully work independently with limited supervision.
- Ability to review, analyze, and evaluate the impact of legislation, regulations, and/or administrative rules affecting consumers and policyholders.
- Ability to plan and organize work and to assign and/or supervise the work of others.
- Ability to represent the agency at hearings and other venues as required.
- Ability to develop educational resources for consumers on insurance topics.

#### **REMARKS**

- Submit a State of Texas employment application, along with a resume and a writing sample, to apply for this position. The State of Texas application form is on the Texas Workforce Commission's website at [www.twc.texas.gov/jobseekers/state-texas-application-employment](http://www.twc.texas.gov/jobseekers/state-texas-application-employment).
- Email completed applications to [mgrant@opic.texas.gov](mailto:mgrant@opic.texas.gov), subject line: Health Insurance Policy Analyst. All required documents must be in or attached to one email. Incomplete applications may not be considered.
- For additional information about the position and benefits, please go to [www.WorkinTexas.com](http://www.WorkinTexas.com) and search job posting ID 14209238.
- OPIC uses E-Verify, so the I-9 Form will be required prior to employment.

#### **AN EQUAL OPPORTUNITY EMPLOYER**

OPIC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.

For information about military occupations that relate to the initial selection criteria and requirements for this position, see the Texas State Auditor's Military Crosswalk at <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>.